

EA 82-0704/1
24 March 1982

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MEMORANDUM FOR:
DCI Area EEOfficer

FROM:
Director, Office of External Affairs

SUBJECT: Affirmative Action Plan for Legislative Liaison Division
for CY1982-CY1983

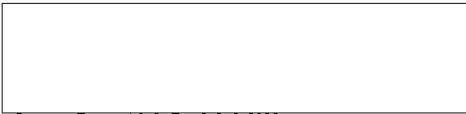
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The following are Affirmative Action targets, through September, 1983,
for OEXA/Legislative Liaison Division:

- a. By 1 July 1982, review and revise Advance Work Plans of appropriate personnel to include suitable Affirmative Action Goals.
- b. By 1 July 1982, review, revise and circulate the LLD Affirmative Action Plan.
- c. Review career development plans and opportunities for LLD personnel with particular attention to Agency and external orientation and training courses believed to be enhancing to skills and professional individual competitiveness.
- d. All management personnel will be alert to qualified female and minority group employment candidates who might respond to, or be otherwise available for full-time, summer hire and graduate fellow positions which might become open during the duration of the subject Affirmative Action Plan.
- e. In general, management will sensitize all personnel, but in particular, female clericals and minority group personnel, what it is that panels look for, such as readiness to accept extra and specialized tasking, self-improvement initiative, assertiveness, willingness to devote one's own time to personnel and professional improvement, and to be aware as to what an employee's personal responsibilities are, and are not.

- f. In general, regularly bring to the attention of division personnel the need to remain alert to and pursue implementation of the division Affirmative Action Plan through continuing cognizance of such programs as those for Black History Month, Hispanic Heritage Week, Secretary's Week, Women's History Week, and through representative participation in Agency orientation courses such as Introduction to CIA, orientation for New Employees, the Effective Employee Course, the Secretarial Admin Course and the Office Management Seminar.


Chief, Legislative Liaison

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OEXA:JGP:rjg (25 March 1982)

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